

FAQs FOR APPLICANTS WHO MUST DISCLOSE CONVICTIONS

1. How do I know the documents I sent were received by the Board?

If you want confirmation that documents were received, send documents using a delivery system which allows you to track delivery (i.e., certified mail, express or overnight mail delivery service). Alternatively, send a self-addressed, stamped postcard that will be date stamped by the Board and returned to you as an acknowledgement of receipt. Please be advised, we will not return phone calls asking if documents have been received.

2. Why won't you return calls for information?

Calls related to letters sent to you by the Board will be returned. Please read any letters sent to you carefully before calling for clarification. Status calls or calls to verify receipt of documents will not be returned.

If all the necessary documents are provided with your application, the review process time is reduced. The time to review each case is based upon the number of documents obtained for each conviction and varies with each case. It is important to read the application instructions carefully and provide ALL the requested documents; this is the only way to expedite your application through the conviction review process.

You will be notified by mail of any deficiencies and when the conviction review process is completed.

Calls asking to verify that you sent all the correct documents will not be returned. We are unable to tell you that the correct documents were sent until the file has been reviewed. All cases are reviewed in order received. You will be notified by mail if additional information is needed or when the conviction review process has been completed.

3. Is there anything I can do to expedite the conviction review process because I have a job offer which requires a number or because I will lose my job unless I obtain a number?

Because these are situations which occur frequently, the Board has decided, in order to be fair, all cases are reviewed in the order they are received. The best way to expedite the conviction review process is to provide all information with your application as outlined in the application instructions.

4. How will I be notified if I am missing information needed to complete my conviction review?

If all information was not provided with the application, after the initial review is completed, a deficiency letter will be mailed advising you what you need to provide in order to complete the review. These documents will also be reviewed in the order they are received, therefore time delays can be minimized by returning all requested documents as soon as possible. If requested documents are not received and there is no written explanation as to why you cannot provide the documents, your application will remain pending and, after one year, will be classified abandoned.

5. What are “certified” copies of court records and how do I get them?

Certified copies are copies of a court record that the clerk of the court certifies to be “true and correct” copies of original documents on file with the court. The certification can be a stamp or seal, or it can be a cover page to the court document.

6. What court records should I submit?

The documents should include:

- Complaint or Indictment
- Plea and Minute Order
- Summary of Judgment
- Pre-Sentencing/Probation Report
- Any other documents which pertain to the conviction

Documentation of dismissal per section 1203.4 of the Penal Code alone does not satisfy the Board’s requirements.

Documentation from the court’s internet website does not satisfy the Board’s requirements.

7. Where do I get police reports?

Police reports are obtained from the law enforcement agency that arrested and/or cited you. This can be, but is not limited to, a Sheriff's Office, Police Department, Campus Police, or the Highway Patrol.

If you do not know what agency arrested and/or cited you, it is your responsibility to obtain this information. In some cases, the court will have the information as part of the court records. Otherwise, it will be necessary for you to contact all law enforcement agencies in the area to determine who arrested you. In many jurisdictions, local and state law enforcement agencies – for example, police departments and highway patrol – will use county sheriff's jail facilities for all their arrests. If you were booked in a County Jail, you can contact that jail to determine what agency arrested you. In this case, the jail/county sheriff will not have the necessary reports; you will have to contact the arresting agency in order to obtain the report.

8. What if I am unable to get arrest records because the arresting agency will not release the report to me?

On a cover page to your response to the Board, provide the name of the agency, the date of the arrest, the charges, and indicate the arresting agency will not release the report to you. The Board will request the report directly from the arresting agency. Please note that you may be required to sign a release with the arresting agency before the records are released to the Board.

9. What if I am unable to get arrest or court records because the documents have been purged or destroyed?

Ask the agency for written documentation that the documents have been purged or destroyed. If the agency will not provide the information in writing, provide the name of the agency, who you spoke to, and the date you made contact. This information should be provided in your letter of explanation. Include the date of your arrest/conviction and the arrest/conviction charges.

10. What should I include in my letter of explanation?

Your letter of explanation should provide a full description of the circumstances that led up to your arrest. To say that you were arrested and convicted is not sufficient detail. What did you do that caused you to be arrested? Provide dates and as much detail as you can recall. If there are multiple offenses, ensure that each event has a separate explanation. A date and the name of the arresting agency must be provided for each arrest. Please list events in chronological order.

Disclosing personal life traumas which caused you to commit crimes is not required. The Board needs a clear statement of facts that describe what you were doing and when you were doing it. A sufficient letter of explanation answers the following questions:

- What were you doing?
- When were you doing it?
- Where were you doing it?
- Why/how were you doing it?

11. What should I include in my letter of rehabilitation?

Your letter of rehabilitation should include any information that you want the Board to consider and which may mitigate the actions that led to your conviction(s). If statements you make can be verified by certificates and/or letters of recommendation, those should be provided. For example, a letter from your pastor saying you are active in the community holds more weight than just your statement that you are active in church activities.

12. Do I have to provide separate letters of explanation and rehabilitation?

It is not necessary to provide two separate letters. One letter is acceptable as long as all the information needed for both issues are clearly stated.

13. How many letters of recommendation do I need to send?

It is up to you how many letters of recommendation are sent. Letters of recommendation are helpful but not required. Any letter of recommendation submitted should reflect a current or recent date. Letters that reflect an awareness of your previous conviction and your rehabilitation efforts since the conviction are beneficial.

14. What if I don't have proof of completing court ordered programs and/or probation?

If the court record reflects proof of completing the court ordered programs, then you do not need to provide any additional proof.

If the court record does not reflect proof of completion of these programs and you are unable to provide any proof, you may provide the Board with a written statement indicating the dates you attended/completed the program, the name and location of the program and explain why you are unable to provide proof.